



**ADMINISTRATION**  
Human Resources

**JOB TITLE: GOLF COURSE SUPERINTENDENT**

**DEPARTMENT: COMMUNITY AFFAIRS**

**JOB CLASS NUMBER: 8248**

**DIVISION: CHENNAULT & JOHNNY MYERS GOLF COURSES**

**REVISION DATE: 8.8.2022**

Acceptance = Department Head

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**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

*Under the supervision of the Director of Golf, the Golf Course Superintendent provides technical and managerial supervision with personnel and in the construction and maintenance of the municipal golf course grounds, facilities, and equipment. WORK LOCATION: CHENNAULT PARK GOLF COURSE and JOHNNY MYERS MEMORIAL GOLF COURSE.*

**EXAMPLES OF DUTIES:**

- *Hires, trains, evaluates, and disciplines employees.*
- *Supervises staff in determining the need for irrigation, seeding rates, fertilization rates, sod cutting, cutting turf grass on fairways, tees, greens, and roughs, raking sand traps.*
- *Oversees assignments to subordinate personnel.*
- *Ensures all workers are trained in the proper operation, care, and maintenance of equipment.*
- *Ensures that subordinates provide for the proper care and cultivation of shrubs, trees, and flowers; pruning, trimming and spraying - including the application of pesticides, fertilizer, fungicides, and insecticides to treat the course.*
- *Supervises maintenance and repair on assigned vehicles and equipment.*
- *Oversees repairs of broken lines or valves for the water system and may perform necessary repairs in times of emergency.*
- *Assists in the planning and development of new irrigation systems, including redesigns and modifications of the existing irrigation system.*
- *Coordinates activities with the Golf Course Professional and staff, always maintaining good public relations.*
- *May, on occasion, perform necessary general grounds maintenance work when understaffed.*
- *Maintains detailed records of personnel, equipment used, supplies, and schedules indicating application of fertilizers, sprays, and chemicals, and their use for each season.*
- *Keeps daily records of course activities such as: fertilizing, cutting cups, spraying, etc., and assists in preparing reports reflecting total hours of personnel and equipment used.*
- *Prepares annual budget reflecting necessary and requested expenditures.*
- *Performs related duties as required.*

**TRAINING AND EXPERIENCE:**

- *High School Diploma or GED*
- *Five (5) years of turf management which must have been in a supervisory or lead worker capacity, or any equivalent combination of education and experience.*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- *Good knowledge of practices and principles of effective supervision*
- *Considerable skill in planning and assigning work to subordinates.*

- Considerable skill in planning and assigning work to subordinates.
- Considerable knowledge in methods, equipment, and materials used in maintaining a golf course.
- Good knowledge of general repair and maintenance procedures
- Considerable knowledge of mixing and administering chemicals used in treating turf.
- Full understanding and skill in operating equipment used in the maintenance of golf course grounds, including tractors, mowers, chain saw, edger, weed trimmers, electric motors, pumps, sprinklers, and irrigation systems.
- Considerable knowledge of automatic irrigation systems
- Skill in keeping records and budgetary matters.
- Ability, when necessary, to perform work requiring a moderate amount of physical stamina outdoors in a variety of weather conditions
- Able to deal effectively with supervisor, subordinates, and the general public.
- Able to communicate effectively verbally, in writing, and electronically.
- Knowledge and use of office equipment: copy and fax machine, personal computer including Word and database software; cell phone or portable radio.

**WORK ENVIRONMENT:**

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision; depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is moderately quiet.
- The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LICENSES AND CERTIFICATES:**

- Must possess a valid Louisiana Driver's License
- Noncommercial pesticide applications certificate (must be obtained within 120 day of the first year of hire date).

**INTERNAL POSTING PERIOD:** 2/5 - 2/16/24  
 Position posting goes public after 10<sup>th</sup> day.